



TVCSD Board of Director's Meeting Minutes

Date: Wednesday, April 13, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971

Board Members Present: Bill Bonini, President; Deborah Parrish, Vice President; Donna Clavaud, Dru Fallon O'Neill, Peter MacLaird

Board Members Absent: None

Also Present: Jose Ortiz, TVCSD General Manager; Melinda Bell, TVCSD Treasurer; Cynthia Hammond, TVCSD Secretary; Walter Earle, Margaret Graham, Venta Leon, Beth Koelker, Nicole Vigeant, Scott Hochstrasser, Kevin Wright, Measure A Coordinator

I. Call To Order

Bill Bonini called the meeting to order at 7:07 p.m.

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business. **See Other Business.**

III. Approval of April 13, 2016 TVCSD BOD Agenda

Donna Clavaud suggested moving PAC in front of Committee Reports, after the Phillips Report. Jose Ortiz suggested moving Kevin Wright, Measure A Coordinator Q & A after PAC and Scott Hochstrasser discussion after Kevin Wright.

Dru Fallon O'Neill motioned to change the April 13, 2016 agenda order as suggested. No objections. M/S/C

IV. Approval of March 9, 2016 Minutes

Bill Bonini motioned to approve the March 9, 2016 minutes without changes. No objections. M/S/C

VI. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures

Bill Bonini motioned to accept Check Registers and Approve Expenditures. No objections. M/S/C

b. Financial Manager's Report

1. Melinda Bell requests TVCSD BOD to decide whether to continue Good Board Works.

Donna Clavaud motioned to curtail receiving Good Board Works now and in the future. Deborah Parrish seconded the motion. M/S/U

2. Melinda Bell requests guidance from the TVCSD BOD as to what is budgeted for staff time and what to do about hours that are over the budgeted allotment: particularly with Melinda Bell and Cynthia Hammond's hours.

c. Review and Approve Financial Statements

Bill Bonini motioned to approve the Financial Statements. No objections. M/S/C

VII. General Manager's Report

Jose Ortiz introduced Kevin Wright, Measure A Coordinator. PAC put together a set of questions for Kevin Wright to discuss: Kevin Wright answered the following questions:

Question #1: How can PAC pay for supportive services (Secretary, Financial Manager, General Manager) using Measure A funding?

Answer: Measure A funds may be used for maintenance, which can include staff time for the maintenance of specific projects under the PAC Work Plan. If PAC is using existing staff, Kevin Wright said it was important to send a scope of duties related to the maintenance of the Park. 5 % of the total budget is a good rule of thumb for incurring administrative costs.

Question #2: Does PAC need an RFP for Project Manager for the gazebo, water fountain and gate?

Answer: Kevin Wright suggests researching this issue; the expense of Project Manager can be funded by Measure A. Deborah Parrish reminded TVCSD BOD that there is a Board policy stating contract amounts when an RFP is required.

Question #3: Is the PAC last reporting period for expenditures be July 2021 through March 2022 and barring any changes, would the PAC last disbursement be July 2022?

Answer: Correct, however there may be future collections from delinquent tax collections.

Question #4: What is the importance on matching funds in the PAC Work Plan.

Answer: Matching funds are always encouraged but not required.

Question #5: Can Measure A funds be used to hire a grant writer?

Answer: Yes, grant writer could be listed as a maintenance expense. Kevin Wright will send a grant opportunities list to Jose Ortiz.

Question #6: *Independent Auditor's Report on Compliance with Measure A Funds for the period from July 1, 2014 to June 30, 2015* states in Item 3.B.g and h that Marin County has an administration cost limit of 5% of the Parks and Open Space Program's and Farmland Preservation Program's annual

amounts. Are there corresponding percentages of their annual amounts for Special District's administrative costs in utilizing Measure A funds?

Answer: No

Question #7: Ordinance No. 3586 became operative on April 1, 2013 and has a termination date to levy taxes after nine years, or April 1, 2022. Is it possible that disbursements could carry on well past July 2022?

Answer: Yes, disbursements can carry on past July 2022.

Question #8: How long after the last disbursement can a Special District roll over unspent accrued funds or do the funds have to be spent no later than ten years after the tax termination date?

Answer: For 10 years however there is a construction window through 2032.

Kevin Wright will review amended PAC Work Plan.

Phillips and Associates will be replacing three (3) sprinkler head with Nelson Big Guns 100.

Jose Ortiz submitted 2015 Annual Monitoring Report to San Francisco Regional Water Quality Control Board.

Jose Ortiz received construction drawings and application for a sewer connection from Scott Hochstrasser. Jose Ortiz will send Scott Hochstrasser an agreement letter detailing conditions. Under Ordinance #103, application fee is \$10,000 for a sewer connection with a yearly assessment fee of \$756. Assessment fee won't be collected since Scott Hochstrasser won't be physically connecting to the building until he actually uses the service.

Donna Clavaud questioned status of Alex Derbes. Jose Ortiz explained that Marin LAFCO's annexation approval is due to expire August 13, 2016. Paperwork is in process.

VIII. Phillips & Associates Report

a. Review reports for February 2016

Jose Ortiz received self-monitoring report in the form of a spreadsheet, which is deemed incomplete. Jose Ortiz requested a complete package from Phillips and Associates; complete package will be available at the next TVCSD BOD meeting. Jose Ortiz met with Steve Phillips to go over SCADA system and will contact Telstar for a resolution.

IX. Committee Reports

a. Financial Advisory Committee (FAC)

1. Review approved March 16, 2016 minutes

Donna Clavaud reported the focus was on developing the Draft 2016/2017 Sewer budget.

2. Review Draft 2016/2017 Sewer Budget

Deborah Parrish and Melinda Bell want a balanced budget. CSI Solar Rebate may be expiring which has paid for the solar lease agreement. Deborah Parrish questioned why sewage treatment went up \$6,000 and requests a breakdown of costs. Melinda Bell said it was due to increased pumping and lab costs.

Deborah Parrish motioned to take Draft 2016/2017 Sewer Budget back to FAC committee.

Dru Fallon O'Neill seconded the motion. M/S/U

b. Park Advisory Committee (PAC)

1. Review Draft 2016/2017 Measure A Work Plan

Measure A Work Plan was reviewed and Melinda Bell handed out Measure A History sheet. Measure A Work Plan estimates \$47,731 in available funds for FY 2016/2017 with \$74,400 in total expenditures projected for work or project in current reporting year. Margaret Graham spoke with Supervisor Steve Kinsey about obtaining \$6,000 matching grant for the fence and requests someone to write a proposal by June 2016.

Donna Clavaud motioned to approve FY 2016/2017 PAC Measure A Work Plan. Deborah Parrish seconded the motion. M/S/U

2. Q & A Kevin Wright, Measure A Coordinator

See above under General Manager's report.

3. Review March 28, 2016 minutes

Minutes included PAC Policy for Roles and Responsibilities. PAC Roles and Responsibilities will be brought before the FAC Committee to be included in the TVCSD Standing Committees Policy.

4. Review Draft 2016/2017 Park Budget

Melinda Bell explained PAC budget reflects 2016/2017 Measure A funds.

Dru Fallon O'Neill motioned to accept the first draft of 2016/2017 Park budget. No objections. M/S/C

X. Pending Business

None

XI. Other Business

Margaret Graham reminded everyone about the disaster meeting to be held on April 23, 2016 at 10:00 a.m. at the Tomaies Fire House. Those who would like to be part of the held-hand radio group, please call Margaret Graham or Donna Clavaud.

Peter MacLaird motioned to keep meetings brief and to the point. Dru Fallon O'Neill seconded the motion. M/S/U

XII. New Business

a. Board of Director's Commitment to Good Service Agreement handout.

Deborah Parrish explained FAC recommended to the TVCSD BOD a Board of Director's Commitment to Good Service Agreement, to serve as a guide for good board service. Signed copies to be kept by Board members.

b. May 4th, 2016 Candidates Forum for County Supervisor (Dance Palace 6-9 p.m.) Identify questions/ who will attend?

Melinda Bell sent everyone information about the forum and suggested questions be submitted for Supervisor candidates. Jose Ortiz said it was a good time to educate candidates and will submit talking points on behalf of TVCSD. Donna Clavaud will attend.

c. Newsletter update.

Every Tomales box holder received the Newsletter.

d. Discuss idea of adding Board Member reports.

Jose Ortiz suggested allocating time on the agenda for Board members to report on seminars or trainings that would be beneficial to the rest of the TVCSD Board members and the public. This could be added after approval of agenda.

XIII. Correspondence

None

XIV. Adjournment

Bill Bonini motioned to adjourn the meeting. Dru Fallon O'Neill seconded the motion. M/S/U

Meeting adjourned at 8:31

Next TVCSD BOD Meeting, May 11th, 7 pm at Tomales Town Hall

Approved by: President, Bill Bonini

Date:

Attested by: Cynthia Hammond, Secretary

Date:

TVCSD MISSION STATEMENT: *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.*

PO Box 303 • Tomales, CA • 94971 • ph 707.878.2767 • www.tomalescsd.ca.gov

Board of Directors:

Bill Bonini, President • Deborah Parrish, Vice President • Donna Clavaud

Peter MacLaird • Dru Fallon O'Neill